

All official DoD information prepared by or for DoD personnel and intended for official public release must be submitted for security/policy review.¹



HOW TO SUBMIT A DOCUMENT

Please send **5 copies**, not professionally bound, of each document you wish to have reviewed. [Here's how](#):

- 1. Each document** being submitted should have a **separate** cover letter or DD Form 1910.
- 2.** All documents submitted by **DoD agencies/offices** must be accompanied by a signed DD Form 1910.
- 3. Other U.S. Government agencies/departments and contractors** are not required to use the DD Form 1910. A cover letter is used in lieu of the form.
- 4. Unclassified** documents may be submitted via mail, unclassified fax or unclassified e-mail (NIPRNET).
- 5. Classified** documents may be submitted by classified fax, DoD SIPRNET/JWICS or courier. Please notify OSR when forwarding a classified document via classified fax or SIPRNET or JWICS to ensure it has been received.

SUBMISSION METHODS

Standard mail:

Department of Defense
Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Express mail:

Department of Defense
Office of Security Review
2A534/Pentagon
Washington, DC 20301-1155
Tel: 703-614-5001
(UPS, FEDEX, DHL accepted)

FAX:

Unclassified 703-614-4956
Classified 703-614-4966

E-mail: secrev1@whs.mil (Unclassified)

SIPRNET: ofoisrsr@whs.smil.mil

JWICS: OfficeofSecurity@osdj.ic.gov

Contact Information/Queries

OSR Help Desk Staff:

Tel: 703-614-5001
FAX: 703-614-4956 (U)
Email: secrev1@whs.mil

OSR Website:

<http://www.dtic.mil/whs/esd/osr/index.htm>

Office of Security Review

YOUR GUIDE TO SUBMITTING DOCUMENTS FOR A DOD SECURITY AND POLICY REVIEW



Department of Defense
Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Security Review Questions:

703-614-5001

¹ DoD Instruction 5230.29, pg. 3

STREAMLINING THE SECURITY AND POLICY REVIEW PROCESS

The Office of Security Review (OSR) conducts a security and policy review on all documents submitted for public release in accordance with DoD Directive 5230.09 and the ITAR. The average response times listed below are estimates upon receipt by OSR. Response times may vary based upon document type and content. Additional time may be needed if the material is complex or requires additional review by offices/agencies outside of DoD.

1. Please allow **10-15 working days** for review of papers, articles, briefings and other similar material.
2. Please allow **15-20 working days** for review of technical papers and brochures.
3. Larger documents - for example manuscripts and reports - may take longer to review - please allow at least **30-60 working days**.

Note: For additional information please see DoD Instruction 5230.29 on the DoD Issuances portal at:
<http://www.dtic.mil/whs/directives/>

Please submit documents in a timely manner so that the review can be completed prior to the publication/presentation deadline.

WHAT ELSE DO I NEED TO KNOW ABOUT THE REVIEW?

1. All documents submitted for review, especially those sent via fax or email, must be legible and in font size appropriate for review purposes (i.e., **no less than 8 pitch**).
2. "Other media" (CD-ROMs & DVDs) should be compatible with DoD approved software (**MPEG-3 or MPEG-4**) for video or Microsoft Office for documents.
3. Documents already in the public domain **will not** be reviewed.
4. **Proprietary** documents **cannot** be accepted by OSR for review.
5. **Final versions only.** Draft versions will not be accepted for review.
6. To expedite processing, send documents via fax or e-mail if possible.
7. Please send **5 unbound hard copies** of the documents you wish to have reviewed.
8. Requests to receive responses by fax or e-mail should be noted in the "**Remarks**" section of DD Form 1910 or cover letter.
9. Provide complete contact information, including fax number, e-mail address and date the reviewed document is needed.
10. Forms: DD Form 1910 - "Clearance Request for Public Release of Department of Defense Information," accompanies documents submitted by DoD agencies.

Current versions of DoD forms are available on OSR's website. Non-DoD agencies and contractors should forward review requests via official letter.

RESULTS OF REVIEWS

If no alternate method is indicated, responses will be sent via U.S. Mail or DoD courier or guard mail.

Cleared - Information may be released to the public without restriction.

Cleared as amended - Amendments are mandatory due to deletions or additions. DoD clearance is contingent upon implementation of amendments. Information may be released without restriction upon implementation of the amendments.

Recommended changes - Identifies non-binding suggested changes to clarify or amplify information in the document.

Not cleared - Information is not cleared and may not be publicly released.

Returned without action - OSR unable to review due to insufficient time, material is already in the public domain or review cancelled upon request of submitter.

APPEALS

Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded in writing to OSR.